

Program Name		Semester	V
Course Title	<b>Employability Skills (Theory)</b>		
Course Code:	<b>SEC</b>	No. of Credits	<b>03</b>
Contact hours	<b>45Hrs(3hrs/week)</b>	Duration of SEA/Exam	<b>02 hrs</b>
Formative Assessment Marks	<b>50</b>	Summative Assessment Marks	<b>50</b>

**Pedagogy:** Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

**Course Outcomes:** On successful completion of the course, the students' will be able to

- Have the information on various vacancies notified by Central and State Government authorities as well as Private organizations.
- Solve the problems on quantitative aptitude, logical reasoning and analytical ability.
- Demonstrate the basic computer skills like MS word, MS excel, MS PPTs. Email etiquettes Etc.,
- Exhibit the communication and leadership skills.
- Conduct self SWOC analysis and set his career goals.

**Syllabus:**

**Module 1: Competitive Examinations**

**Hours**

**06**

**Central Government Examinations:** UPSC, SSC, IBPS, LIC, RRB, RBI, NABARD and Department of Posts.

**Karnataka State Government Examinations:** KPSC, KEA, KSPEB.

Eligibility criteria for various examinations. Common Examination pattern.

**Private Organizations:** Access vacancies from Naukari.com; Indeed.com; shine.com; linkedin.com etc.,

**Practical:** Explore various vacancies notified by the above-stated authorities.

**Module 2: Quantitative aptitude, logical reasoning, and analytical ability**

**12**

**Quantitative aptitude:** Percentage, Profit or loss calculation, Time and work, Speed and Distance, Ratio and proportion. ( Simple problems)

**Logical Reasoning:** Coding and Decoding, Blood Relations, Directions, and Venn Diagram.

**Analytical Ability:** Statement and assumptions and Data interpretation.

**Practical:** Conduct Mock competitive examination for quantitative aptitude, logical reasoning and analytical ability.

**Module 3: Digital Literacy**

**08**

Basic computer skills: MS Word and MS Excel (only layout, basic operations and shortcut keys). MS PowerPoint, Internet and web browsing skills, Email etiquette.


**Practical:** Draft an Email to the HR of a company as an aspirant for the job by attaching your resume.

**Module 4: Soft Skills**

**09**

  
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ವಾಣಿಜ್ಯ ಮತ್ತು ನಿರ್ವಹಣಾಶಾಸ್ತ್ರ ನಿಕಾಯ  
ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ,  
ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-02.

  
Dr. Haxmana P  
Chairman, BOS

<b>Communication Skills:</b> Verbal and Non-verbal communication, Effective listening skills, Excellent writing skills, and Presentation skills. <b>Interpersonal Skills:</b> Understanding the importance of teamwork, Conflict resolution, and Building positive relationships with team members. <b>Leadership skills:</b> importance and Effective leadership. <b>Practical:</b> As a team leader write a draft appreciation letter to the team members for the completion of the project successfully.	
<b>Module 5: Career Development and Workplace Etiquette -10hrs</b>	<b>10</b>
<b>Career Development:</b> SWOC analysis for self-assessment, Setting career goals and creating a career plan, Job search strategies, Interview skills, and effective resume writing. <b>Workplace Etiquette:</b> Time Management- importance and strategies for effective time management, Dress code, personal grooming, Office and workplace manners, Meeting etiquette. Work ethics and integrity. <b>Practical:</b> 1. Prepare a resume with at least 2 references. 2. Conduct a mock interview based on the resume prepared by the students.	

Course Articulation Matrix: Mapping of Course Outcomes (COs) with Program Outcomes

Course Out comes(COs) /Program Outcomes (POs)	Program Outcomes (POs)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Quickly understand the given problem and come up with the correct answer															
Identify, construct and compute numerical situations by work with numbers															
Conceive and develop a methodology for analyzing data and solving a problem.															
Define, modify and apply critical thinking to real time situations.															

**Pedagogy:** Problem Solving

Formative Assessment for Theory	
Assessment Occasion/type	Marks
Internal Test	30
Assignment/Surprise Test	20
<b>Total</b>	<b>50 Marks</b>
<i>Formative Assessment as per guidelines.</i>	

*Dr. Lakshmi Narayan*  
*Chairman - BOS*

**Books for Reference:**

1. Barun K Mitra, Personality Development and Soft Skills, Oxford university press, New Delhi.
2. Gitangshu Adhikary, Communication and Corporate Etiquette, Notion Press, Mumbai.
3. Seema Gupta, Soft Skills- Interpersonal & Intrapersonal skills development, V&S Publishers, New Delhi.
4. Dr. R S Aggarwal, Quantitative Aptitude, S.Chand Publication, New Delhi.
5. Bittu Kumar, Mastering MS Office, V&S Publisher, New Delhi
6. List of Government Competitive Exams, Jobs & Vacancies (exampur.com)
7. <https://www.safalta.com>
8. <https://sarkariservice.in>

**Note: Latest edition of books may be used**



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ವಾಣಿಜ್ಯ ಮತ್ತು ನಿರ್ವಹಣಾಶಾಸ್ತ್ರ ನಿಕಾಯ  
ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ,  
ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-೦೨.



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# Fifth Semester Degree Examination, Jan/Feb-2024

## SEC - Employability Skills / Cyber Security

Time: 2 Hours

Max. Marks: 50

### Section - A

Note: Answer any TEN sub questions out of 12, each question carries TWO marks. (10×2= 20)

1.

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

### Section - B

Answer any FOUR questions out of SIX of the following, each question carries FIVE marks  
(5×4= 20)


- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

### Section - C

Answer any ONE question of the following, it carries TEN marks

(1×10= 10)

- 8.
9. ...

  
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Chairman - BOS

**Model Question Paper**

**5<sup>th</sup> & 6<sup>th</sup> Semester Degree Examination Question**

**SEC: Employability Skills/ Cyber Security**

Duration: 2 Hours

Max. Marks: 50

**Section -A**

1. Answer any Ten Sub questions. Each carries two marks.

(10X2 = 20)

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

**Section –B**

Answer any Four Questions. Each carries five Marks.

(4X5=20)

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Section - C**

Answer the any of the following question. It carries Ten Marks.

(1X10)

- 8.
- 9.